

Instructions: Web administrator should complete this form to add, edit, and/or deactivate a user's account in the online commitment system. Please email completed form to mnhousing.solution@state.mn.us.

Type of request

- New user
- Edit existing user
- Deactivate user account

Company Name:

Web Admin name:

User Information

Please complete the following for the user:

First Name:

Last Name:

Email address:

Username (if existing user):

Phone Number:

For originators:

NMLS Number:

NMLS Expiration date:

Select one User Security Group:

- Lending Partner:** Allows users to lock, edit, & "True and Certify" the loan.
- Lending Partner Associate:** Allows user to lock the loan.
- Lending Partner Read Only:** Allows user to view pipeline & upload closed loan files.

Select one User Department:

- Loan Officer:** Select this option for any loan originator.
- Lending Partner:** Select this option for anyone who is not a loan officer, but needs access to the system (i.e. underwriter, closer, processor, lock desk, etc.).
- Lender QC:** Select this option for anyone who should be notified by the Minnesota Housing Quality Control team when a loan is selected for audit.